

Student Handbook

1996-1997

An Open Door To A Better Future



Welcome!!

COA PRIDE

We're Glad You're Here!

Welcome to COA, the very first community college in North Carolina to be chartered under the current community college system. If you are new to COA, we congratulate you on your wisdom in choosing to further your education and enhance your life. We pledge to you all of our support in helping you reach your goals.

If you are a returning student, welcome back. Congratulations on sticking to your plan, especially when so many of you have competing interests such as work, family obligations, and financial challenges. You should be proud of your accomplishments and determined to finish what you have started.

This handbook is designed to assist all students by providing information we think is very important. It is meant to be a supplement to the 1996-1997 College Catalog which you are encouraged to have. If there is any way we can improve this handbook for next year, please let us know.

Have a great year and remember, without you the student, the rest of us have no reason to be here.

COA Faculty & Staff

SEMESTERS ARE COMING

Self respect... Dignity... High-minded personal values... Satisfaction taken in your achievements... The fulfillment received from doing your best... This is pride.

Courtesy... Responsibility... Service... Respect for fellow students, faculty, and staff... Taking responsibility for your actions... This is COA Pride.

COA Pride is a collective agreement among all students, faculty, and staff to sustain an excellent community for learning. We all work together to maintain a safe and clean campus. Each of us contributes to a friendly and helpful atmosphere from which all of us benefit. This includes - refraining from using profanity, - placing trash in trash cans, - attending every class on time, - completing each assignment to the best of your ability, - providing assistance to newcomers, - participating in activities and services, - and enabling each member of our campus community to reach individual and common goals.

COA Pride sets a high standard of excellence for all of us.

Achieving your success at College of the Albemarle will lead you to a more fulfilling life.

College of The Albemarle will begin offering all curriculum courses on the semester system beginning in the fall of 1997. Courses will be offered in two 16-week semesters and a summer session instead of the current three 11-week quarters with a summer session. To ease the transition, courses will be offered for semester credit in the summer 1997 session. This is an exciting and positive change for the college. Transfer agreements with four year universities will be strengthened. COA curriculum programs will be adjusted to meet the rapidly changing requirements of employers. The conversion to semester system will be a positive step in the continuous improvement of educational services provided by the college.

Be sure to plan this academic year carefully with your advisor or counselor to assure easy transition to the semester system.

- INFORMATION DIRECTORY -

ITEM OF INTEREST	STUDENT HANDBOOK COLLEGE CATALOG PAGE	WHOM TO SEE	ROOM
ACADEMIC ADVISING	5	27-28	ADVISOR/COUNSELOR (YOU WILL BE ASSIGNED AN ADVISOR)
ACADEMIC CALENDAR	3	7-10	MARY LOUISE BROWN, REGISTRAR.....
ACADEMIC HONORS	9	39	JANICE BRYANT
AUDITING COURSES	6	16	ADVISOR/COUNSELOR
BOOKS, SUPPLIES	27	28	DEBRA HOLLAND, BOOKSTORE MGR., STUDENT CENTER
CAREER PLANNING	28	28	MARTHA SWAIN, COUNSELOR, CAREER & LIFE PLANNING
CLASS ATTENDANCE	6	41	INSTRUCTOR/COUNSELOR
COLLEGE WORK-STUDY	6	22	ANGIE GODFREY-DAWSON
CONTINUING EDUCATION - NON-CREDIT COURSES	27	65-67	DEAN HORTON
COOPERATIVE EDUCATION	6	61-62	DEBRA WILLIAMS, DIRECTOR, COOPERATIVE EDUCATION & JOB PLACEMENT
COURSE DESCRIPTIONS	9	69-104	V.P. ACADEMIC AFFAIRS
COURSE LOAD	9	41	ADVISOR/COUNSELOR
CREDIT BY EXAM	9	38	STUDENT DEVELOPMENT
DISCIPLINARY PROCEDURES	25	42	ADVISOR/COUNSELOR
DROPOADD	25	34	DEAN SCAFFA
EMERGENCIES	31	41-42	ADVISOR/COUNSELOR
EVENING PROGRAM	15	62-63	STUDENT DEVELOPMENT, DEAN SCAFFA
FINANCIAL AID	15	21-26	DR. WILLIAM STEFRITT
FIRST AID	15	29	ANGIE GODFREY-DAWSON
GLOSSARY OF TERMS	9	111-112	STUDENT DEVELOPMENT
GRADING SYSTEM	9	39	INSTRUCTORS
GRADUATION REQUIREMENTS	5	37	ADVISOR/COUNSELOR
HOUSING	31	29	MOSES DOUGLAS, ADMISSION COUNSELOR
INSURANCE	31	20	BUSINESS OFFICE
JOB PLACEMENT	28	28	DEBRA WILLIAMS
ORIENTATION	28	18	SONYA DUNN
PARKING STICKERS, TICKETS	27	18	BUSINESS OFFICE
PHYSICAL EDUCATION, INTRAMURALS	31	18	PE INSTRUCTOR
PUBLIC INFORMATION	31	18	JEFF ZEIGLER, DIRECTOR OF PUBLIC RELATIONS AND COMMUNICATION
REGISTRATION	17	20	ADVISOR/COUNSELOR
REFUNDS/TUITION CREDIT	17	20	MARY LOUISE BROWN
RESIDENCY REQUIREMENTS	15	19-20	JOHN WELLS, ASSISTANT DEAN, ADMISSIONS AND TESTING
SCHOLARSHIPS	15	22-23	ANGIE GODFREY-DAWSON
STUDENT SENATE	30	29-30	JERRY OLIVER, SENATE ADVISOR
STUDENT CLUBS	36	29-30	JERRY OLIVER
STUDENT SUPPORT SERVICES	29	29	DR. ANDREA WILLIAMS, DIRECTOR OF STUDENT SUPPORT SERVICES
STUDENT RECORDS	11	35-36	MARY LOUISE BROWN
SOCIAL RELATIONS CONDUCT	21	31-34	DEAN SCAFFA
SUSPENSION/APPEALS	11	40-41	DEAN SCAFFA
TESTING/PLACEMENT	5	28	JOHN WELLS
TRANSCRIPTS	20	20	STUDENT DEVELOPMENT
TRANSFER AGREEMENTS	44	44	ADVISOR/COUNSELOR
TUTORING	29	29	STUDENT SUPPORT SERVICES
VETERANS AFFAIRS	30	30-31	MARY LOUISE BROWN
WITHDRAWAL	11	41-42	ADVISOR/COUNSELOR

CHOWAN COUNTY CENTER

ADDITIONAL INFORMATION MAY BE FOUND ON PAGE 27

DADE COUNTY CANDIDATES

ADDITIONAL INFORMATION MAY BE FOUND ON PAGE 20

Academic Calendar 1996-97

Student's 1996-1997

FALL QUARTER 1996

July 29-August 1	Registration.
September 9	First day of classes.
September 13	Last day to register or add classes.
September 23	End of refund period.
September 25	Fall Convocation
October 11	Last day to withdraw without grade penalty.
November 15	Last day of classes.
November 18-22	Fall quarter ends.

WINTER QUARTER 1996-97

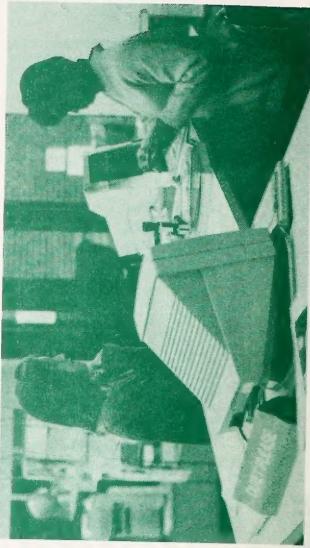
November 12-15	Registration.
December 2	First day of classes.
December 6	Last day to register or add classes.
December 16	End of refund period.
Dec. 23-Jan. 1	Holiday break. No classes.
January 2	Classes resume.
January 13	Holiday (Dr. Martin Luther King Jr. Day)
January 15	Last day to withdraw without grade penalty.
February 20	Last day of classes.
February 21-27	Last day of classes.
February 27	Exam week.
	Winter quarter ends.

SPRING QUARTER 1997

February 11-14	Registration.
March 5	First day of classes.
March 11	Last day to register or add classes.
March 19	End of refund period.
Mar. 31-April 4	Spring Break. No classes.
April 7	Classes resume.
April 15	Last day to withdraw without grade penalty.
May 5	Spring Awards Ceremony
May 20	Last day of classes.
May 21-27	Spring quarter ends.
May 29	Commencement.

**IF YOU REGISTER AFTER THE PRE-REGISTRATION DATES,
YOU MUST PAY YOUR OWN TUITION AND FEES.**

Financial Aid checks will be available at 12:00 p.m. on each of the above listed pay dates. You must present your signed Attendance Verification Form and a valid picture identification to Business Office personnel each time before you will be issued any type of Financial Aid check.



Purpose of the College

In accordance with a statement drafted by the Board of Trustees in November 1993 and officially adopted in January 1994:

- * The purpose of College of The Albemarle is to provide accessible education and training for better jobs and better lives in Northeastern North Carolina.

Education Agenda

College of The Albemarle has identified the following goals on which to focus for the next biennium:

- to enhance the quality and accessibility of instruction;
- to emphasize job training and retraining;
- to incorporate new technology;
- to enhance literacy education;
- to augment instructional program offerings, particularly in allied health and paraprofessions;
- to enhance programs and services at Date County Campus and Chowan County Center; and
- to strengthen cooperative relationships with schools, colleges, and businesses.

Mission of the College

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to opportunity to improve lives and well being by providing:

- education and training for the adult work force, including literacy education, occupational, and pre-baccalaureate programs;
- support for economic development through services to business and industry;
- services to communities and individuals which improve the quality of life; and
- an environment which promotes job satisfaction and career development for faculty and staff.

The College's Statement of Values

We respect the students, clients, and fellow employees whom we serve.
We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

We respect our relationships with one another.

We work with one another on the basis of trust, giving trust to others, and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

We respect the education process which we provide.

We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

We respect the community which we serve.

We value participation in and service to community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

This handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many of the policies and regulations affecting students, has been included. As a student, it is important that you know the proper procedure to follow in registering for classes, and in officially withdrawing from school, if necessary. It is also important that you know your advisor, members of the Student Development staff, and other officials who can either help you or refer you to the appropriate person, department, or office of assistance with specific problems.

In order that you might achieve your education goal within a reasonable period of time, it is our hope that you will avail yourself of each opportunity to broaden your views by taking full advantage of the facilities and training available to you. If you have not done so already, set a goal for yourself and then work toward it. Get to know the leaders of the Student Senate and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes and COA by asking questions and by participating in extracurricular activities.

Even though this HANDBOOK will answer most of your questions regarding class attendance, our grading system, student records, academic probation and suspension, financial aid, special services available to students, etc., you are still reminded and encouraged to stop by the Student Development offices whenever you have a question or a problem with which you need assistance. Please keep this book with you and use it often since **you are responsible for knowing and observing all regulations contained herein.**

Civil Rights/Nondiscrimination Policy

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, gender, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

Consensual Relationships

The relationship between a College of The Albemarle faculty or staff member and a student is inherently one involving a difference in power, a difference which may be slight under most circumstances but which may be substantial when that student is under the direct tutelage or supervision of the faculty or staff member. Because of the power difference under such circumstances, it may be impossible for a balanced, truly consensual "romantic" or "sexual" relationship between such parties to exist. Rather, there is a potential for power to be used to prolong or shape the relationship in ways that could not occur in the absence of the potentially coercive power differential; thus, such relationships, though apparently consensual at the start, can develop very serious complications, including sexual harassment. If a sexual harassment claim arises out of a relationship between any member of the faculty or staff and a student, then consideration of age and the relative positions at the college of the two parties involved will be permitted in determining whether the claim is valid and whether the relationship is truly consensual or a result of unfair advantage. For that reason, faculty or staff and students are discouraged from promoting or becoming involved in a "romantic or sexual" relationship.

Academic Information and Regulations

Honor Policy

Each student of College of The Albemarle is on his own honor during his relationship with the College. He is expected to abide by the standards and moral code which the College represents.

Academic Advising

Educational, vocational, career, and personal guidance are available to all students from the following two sources: The student development counselors and academic advisors.

The student development counselors provide admissions information designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Academic Advisors continue to work with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goals. Counselors are available also for personal and social counseling if students desire to take advantage of this resource.

Since the college offers college transfer education, many students frequent their advisors' offices to discuss transfer admission requirements at senior institutions. Although academic advisors assume the responsibility to be cognizant of transfer admission requirements, final analysis responsibility lies with each student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from the advisor. Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

Within the first few weeks of each quarter, Student Development personnel assign all day students enrolled in six credit hours or more in a curriculum program to an advisor who is either a full-time faculty member or a Student Development counselor. The academic advisor's role is to assist students in the decision-making process of selecting course-of-study each quarter which are consistent with the student's educational objective. Students are responsible for contacting their advisor upon receiving their advisor assignment. Students assume responsibility for insuring that they know the requirements for the degree program they are pursuing at College of the Albemarle. Students should seek assistance from their advisors regularly. This is especially important one to two weeks before each registration period in order for advisors to complete course registration forms with each student.

It is recommended that students learn their advisor's name,

phone number, office number and office hours, and to set up

appointments with their advisor throughout the student's enrollment at the college.

Testing

Incoming students will be given a series of placement tests for course placement and admission to specific programs. The Career and Life Planning counselor can also provide and administer career interest inventories to assist students in choosing a major course of study.

Class Attendance

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course. Some programs may follow a more rigid attendance policy due to regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chairperson. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

Health Services

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call in case of an emergency. First aid kits are currently available in physical education faculty offices (C-152), the cashier/business office (A-129) the maintenance offices, and certain laboratories. These locations are subject to change. The kits are available for students' use; however, the College *does not assume responsibility for the administration of first aid*. The College's Policy and Procedure Manual should be consulted for information and procedures for handling accidents and emergencies.

Students have an opportunity to purchase accident insurance when they register. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

| INCOMPLETE - a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether the student is officially enrolled (includes summer quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

AUDIT Will be interpreted as an official statement of intent to audit the course at the time of registration.

W VOLUNTARY WITHDRAWAL by the student or administrative disenrollment by the instructor after the drop period. A grade of "W" is assigned until the end of the fifth week following the first day of classes for any quarter. After the "Last Day to Withdraw Without Grade Penalty" (listed in the academic calendar), instructors may assign a grade of "F" on the Registration Change Form or final grade roster.

A few courses offered by the College are graded on a pass (P), repeat (R) basis. This is indicated in the course descriptions.

Auditing Courses

Students who wish to audit courses must follow the usual procedure for registration and must state their intentions to audit courses when they register. Students auditing courses receive no credit but are expected to attend classes regularly and to participate in class discussions. They are also encouraged to do all work and assignments expected of regularly enrolled students. In addition, they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.



Grading System

Students receive grades in each course at the end of the quarter. Instructors, using numerical codes, may post grades outside their offices shortly after final grades are determined. Grade reports are mailed to students within a few days after the end of each quarter. The grading system is as follows:

GRADE	INTERPRETATION	QUALITY POINTS PER QUARTER HOUR
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

ADVISOR

OFFICE HOURS

OFFICE NO

If you do not know who your assigned advisor is, please contact the Administrative Assistant, Student Development (A-118).

SCHEDULE OF CLASSES

FALL QUARTER '96

"You must see your assigned Academic Advisor to register for classes, to drop/add or withdraw from school."

September

1996

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY LABOR DAY	3	4	5	6	7
8	9 FIRST DAY OF FALL CLASSES FIRST SGA MEETING	10	11	12	13	14 LAST DAY TO REG- ISTER OR ADD CLASSES
15	16	17	18	19	20	21
22	23 END OF REFUND PERIOD	24	25	26	27	28 FRESHMAN CLASS OFFICER NOMINATIONS →
29	30					The 1st class of each quarter is one of the most important. Each instructor should tell you during the first class every thing that he/she expects of you. You should receive a course outline and learn his/her grading system, test schedule, absentee policy and much more. Don't miss your first days of classes! ↑

(T) = TENTATIVE

Grade Point Average (G.P.A.) Computation

John Doe attended COA last Fall Quarter. He enrolled in five classes, and his final grades were as follows: English 101, "C"; Biology 101, "C", Math 121, "F"; History 101, "D"; Physical Education 106, "A". As explained in the Academic Regulations, Grading System section of the current Catalog, an A=4 quality points, B=3, C=2, D=1, F=0. John's grade point average (G.P.A.) is computed in the following manner:

COURSE	GRADE	QUARTER HOURS	QUALITY POINTS	TOTALS
ENG 101	A	3	x	4
BIO 101	B	4	x	3
MAT 121	C	3	x	2
HIS 101	D	3	x	1
PED 106	A	1	x	4
		14		37
Divide:	14	<u>2.64</u>	=	Grade Point Average (GPA)

The 2.64 G.P.A. is equivalent to a "B" average at College of The Alabemarie. One should note that a 2.0 or "C" is required (1) to graduate from COA, (2) to transfer to a senior institution. In addition, it must be understood that earning final grades of "D" and "F" on courses with other grades of "C" will eventually result in a student being placed on Academic Alert, Conditional Status, and/or suspended. See "Policy for Encouraging Academic Progress" for further explanation.

Academic Honors

DEAN'S LIST

To qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.50 grade average, with no grade being below a 2.00 (C).

COMMENCEMENT MARSHALS

Rising sophomores who are first-time freshmen and who have maintained the highest grade point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

HONOR SEALS

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point averages noted below. The appropriate citation is also read when awarding the degree or diploma at the graduation exercises.

Honor Seal

summa cum laude (with highest honors)
magna cum laude (with high honors)
cum laude (with honors)

GPA	3.85-4.00
	3.70-3.84
	3.55-3.69

Course Load

A student enrolled in at least 12 hours of work is considered a full-time student. For students to gain sophomore status at the college, they must earn a minimum of **42** credits.

Course Repetition Policy

A student may enroll in a course no more than three times for credit, audit, or credit by examination, (cumulative). Credit by examination may be attempted only once. A student may repeat a course to attempt to improve a grade or replace a withdrawal. All grades, including the record of audit, will appear on the student's official transcript. Effective Fall 1994, only the higher grade will be used in computing total credit hours attempted, total quality points earned, and grade point average (GPA).

Schedule Changes (DROPPING & ADDING COURSES)

At the beginning of each quarter, there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change their schedule should consult with their advisor or counselor. However, it should be noted that students are advised to exercise good judgment and concern when registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.

During the first week of classes and if the advisor/counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the advisor/counselor and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Scholarships and Student Aid. Finally, all such changes must be approved by the Registrar.

From the second week of class through the fifth week of classes, students needing to drop courses must see their respective instructors. The instructor will then complete a Schedule Change form for each class the student is dropping and the student must take the form to the Student Development Office.

October

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 ECSU TRANSFER WORKSHOP FRESHMAN CANDI- DATE SPEECHES (T)	10	11	12 LAST DAY TO WITHDRAW WITHOUT PENALTY FRESHMAN CLASS ELECTIONS →
13	14	15 MC CLUB RUSH DAY (T)	16	17	18	19
20	21 END OF REFUND PERIOD	22	23 ECSU TRANSFER WORKSHOP 12:00-1:00 COLLEGE DAY 1:30-3:00	24	25	26 MC HALLOWEEN CHILDREN'S PARTY (T)
27	28	29	30	31 HALLOWEEN 		

(T) = TENTATIVE

Withdrawal From College

Students who withdraw from the college must confer with their counselor and complete the appropriate withdrawal form. If the students are financial aid recipients, they must also confer with the Director of Scholarships and Student Aid. In order to ensure that all obligations to and withdrawals from the library are accounted for, the Librarian must also sign the form. The Cashier must validate the withdrawal form. If students are unable to confer with their counselor, they should promptly advise the VP Student Development in writing or by phone of their decision to withdraw and state the reasons for discontinuing attendance.

Policy for Encouraging Academic Progress

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3), as a last resort, exclusion from a program or the college. It applies to all full-time and part-time curriculum students.

To impress students with the necessity of maintaining a good academic record, the college defines three categories of students.

(1) ACADEMIC ALERT

This is a non-punitive category with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic Alert means that students will be notified of their status and will be required to report to their counselor or advisor who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified. Students will be placed on Academic Alert if they have less than an overall 2.00 G.P.A. for any one quarter.

(2) CONDITIONAL STATUS

Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

CREDIT HOURS ATTEMPTED	MINIMUM G.P.A.
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.50
65-80	1.90
81 and above	2.00

(3) ACADEMIC SUSPENSION

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the college). Any student who fails to fulfill the conditions set

forth under Conditional Status will be immediately suspended. Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registering for the next quarter or placed on probation.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any quarter may be continued by the VP Student Development as a Conditional Status II student for the next quarter without being suspended or having to appeal their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any quarter thereafter will be suspended but still maintain the right to appeal. Suspended students who enroll in summer school and pull their overall GPA up to the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

Appeal of Suspension

The Academic Appeals Committee is composed of the Instructional Council Executive Committee, the Dean of Instruction, and the Dean of Student Development - all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee. It considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. All letters from suspended students must be received by the VP Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 12:00 noon on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for it to consider appeals. It is chaired by the Chairperson of the Faculty Senate Executive Committee.

The VP Student Development is responsible for distributing letters of appeal and students' transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, including their home address and telephone number, to the VP Student Development. The dean will notify appellants of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

Student Records

Please see the school catalog for complete information regarding student records.

Upon a student's written request, the registrar will mail an official COA transcript to wherever it is needed. There is no charge for this procedure but a written request is required; no telephone requests can be honored. For further information, please contact the Student Development office.

November

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 DARE CAMPUS THANKSGIVING FOOD DRIVE (4-22)	5 ELECTION DAY	6	7	8	9
10	11	12	13	14	15 LAST DAY OF FALL CLASSES	16
17	18	19	20	21	22 FALL QUARTER ENDS	23
24	25	26	27	28  HOLIDAY THANKSGIVING DAY	29	30 HOLIDAY

Study Tips: Schedule your time to study and stick with it... Prioritize your subjects/time... Have a regular place to study away from distractions... Take regular study breaks to retain concentration... Reward yourself for studying well... Maintain good health and good diet.

(T) = TENTATIVE

ADVISOR

OFFICE HOME

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SILICONE
POLYMER

**SCHEDULE OF CLASSES
WINTER QUARTER '96-'97**

***You must see your assigned Academic Advisor to register for classes, to drop/add, or withdraw from school**

December

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 FIRST DAY OF WINTER CLASSES	4	5	6 HANUKKAH LAST DAY TO REGISTER OR ADD CLASSES	7
8	9	10	11	12	13	14
15	16 END OF REFUND PERIOD	17 DARE CAMPUS STUDENTS & FAMILY CHRISTMAS PARTY	18	19	20	21
22	23 HOLIDAY	24 HOLIDAY	25 HOLIDAY CHRISTMAS DAY 	26 HOLIDAY	27 HOLIDAY	28
29	30	31	CHRISTMAS BREAK - NO CLASSES			

(T) = TENTATIVE

COA History: COA began its first session on September 2, 1961 with 113 students. Only a two year Associates in Arts degree was offered. The campus was located in the old Albemarle Hospital. On July 1, 1963 COA was accepted as the first comprehensive community college under the current state system. In the fall quarter of the 1965-66 school year there were 1,894 students enrolled, and on May 28, 1996, 135 students graduated with technical and college transfer degrees as well as vocational certificates.

Financial Information Obligations, Procedures, and Assistance

Financial Obligations

Students are responsible for payment of all obligations to the Business Office or Library. Anyone with unpaid tuition and fees or unpaid Library fines may be excluded from registering and attending classes until such obligations are cleared with the appropriate office. No transcript request will be honored for any student with an unpaid Business Office or Library account.

Student Financial Assistance

Financial assistance is available to the students attending College of the Albemarle who demonstrate need and who meet satisfactory academic and measurable time progress requirements. The financial assistance, granted on the basis of individual needs, is administered by the financial aid office staff. This office also assists other agents in the administration of financial aid.

Financial assistance may be awarded in the form of a scholarship, grant, loan, part-time employment, or any combination of these. Scholarships and grants are awarded outright and do not have to be repaid provided the student completes the period of enrollment. A student loan consists of a sum of money awarded to a student on a temporary basis to be used to help meet the student's educational expenses and must be repaid.

In addition to the college scholarships, which are awarded to eligible financial aid applicants, the college participates in the following federally sponsored programs:

- FEDERAL PELL GRANT
- NC STUDENT INCENTIVE GRANT (NCSIG)
- FEDERAL WORK STUDY (FWS)
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
- FEDERAL STAFFORD LOANS (formerly Guaranteed Student Loans)

Application Procedure

For a student to be considered for all assistance offered by COA, he/she must request the following forms from the financial aid office, complete them, and should have the FAFSA reviewed by the staff.

- 1. Free Application for Federal Student Aid
- 2. Private Scholarship Application (optional)

The following forms are required for financial assistance from federal sources:

- 1. Student Aid Report (SAR)
- 2. Other forms which may be requested if the student is selected for verification, such as the student's and/or parent's tax forms
- 3. Financial Aid Transcript from all former colleges attended.

Note: Electronic processing of the Federal Student Aid Application is available and all students are encouraged to take advantage of this option.

Students whose folders are complete by June 1 should receive their Award Letters no later than August 1. Others will be notified by an Award Letter when their application for financial aid is complete. If notification has not been received within a reasonable time after the student believes all forms should have been received, it is recommended that he/she contact the financial aid office concerning the application.

Scholarships

COA offers more than one hundred scholarships to certain eligible students. Please inquire at the financial aid office for applications for these scholarships which range from \$50 to \$1500 a year. Most scholarships require that the student attend full time (12 or more hours), maintain a 2.5 or better grade point average, and complete forms showing financial need and scholastic aptitude.

Deadline Dates

Deadlines are necessary for certain awards. The following completed forms must be at their destination by the dates given below:

- North Carolina Student Incentive Grant March 15
- Most COA Scholarships April 1

Academic Requirements

Students who drop below the GPA satisfactory academic requirements or the measurable time progress requirements will be placed on financial aid probation the following quarter and will not be eligible for further financial aid until a 2.5 GPA (with a minimum of six credit hours) has been maintained for each quarter thereafter or until their overall GPA is within the satisfactory academic requirements scale and the measurable time progress requirements scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory progress in academics and time progress.

January

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>HELP WANTED:</u> Challenging positions available immediately. Experiences guaranteed to result in benefits for a lifetime. INQUIRE ABOUT POSITIONS IN THE COA STUDENT GOVERNMENT AND COA CLUBS! The time and effort you invest this year will be repaid manyfold in the years to come.			1 HOLIDAY NEW YEARS EVE	2 CLASSES RESUME	3	4
5	6	7	8	9	10	11
12	13	14	15 LAST DAY TO WITHDRAW WITHOUT PENALTY	16	17	18
19	20 HOLIDAY DR. MARTIN LUTHER KING, JR. DAY	21	22	23	24	25
26	27	28	29	30	31	

(T) = TENTATIVE

Support Services

All students who are receiving financial aid whose grade point average falls below 2.0 are requested to apply for academic tutoring through the Student Support Services Program.

Repeating Courses

No aid will be awarded for repeating a course for which credit already has been awarded, unless curriculum standards require that the course be repeated or by the advice of the student's advisor and with the approval of the VP Student Development.

When eligible students receive an Award Letter, they should sign and return it within 20 days, signifying acceptance of the award. If the aid is not suitable for the student's needs, he/she should make an appointment with the Director of Scholarships & Student Aid for consultation.

Personal Interview

The Director of Scholarships & Student Aid and staff will be happy to have a student and his/her parents visit the campus and discuss financial matters personally. Although an appointment is not necessary, it is suggested that visitors advise the financial aid office of the proposed visit. Office hours are from 8 a.m. to 4:30 p.m. weekdays. The offices are located in Building A.

In Summary

The financial aid office staff is here to help you in any way we can with your financial needs while you are attending COA. To assure a continued flow of your financial aid, you should:

1. Register during the early registration period.
 2. Keep your grade point average above 2.0.
- And you must:
1. Take and pass sufficient credit hours to show that you are progressing normally toward your degree/certificate program.
 2. Apply yearly for financial aid.

Refunds and Tuition Credits

1. A refund shall not be made except under the following circumstances:
 - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails "to make" due to insufficient enrollment.

Award Letter

- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the quarter.
 - c. For classes beginning at times other than the first week (seven calendar days) of the quarter, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 20 percent point of the class.
 - d. For contact hour classes, apply as Part (e)(1)(c), of this policy except use 10 calendar days from the first day of class(es) as the determination date.
 2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
 3. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.
 4. For a classics) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.
 5. All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of the quarter. Fees are non-refundable after classes begin and are forfeited upon withdrawal from the college; however, fees may be refunded when a class is canceled by the college and the student registered only for the canceled class.
- Petitions for refunds must be made in writing to the VP Student Development within 10 calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the student's control affect the student's life and livelihood to such an extent that continued enrollment is impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

February

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12 FOUNDER'S DAY 	13	14 VALENTINE'S DAY 	15
16	17	18	19	20 LAST DAY OF WINTER CLASSES	21	22
23	24	25	26	27	28 WINTER QUARTER ENDS	

CHANGES: The 1996-97 school year will be a foundation year for several major changes... Construction will begin on new buildings at main campus and Dare County Campus and this will be the last year of the quarter system. Make sure you plan your classes carefully this year to maximize your transition credits.

SEE YOUR ADVISOR TO REGISTER FOR SPRING CLASSES

REGISTRATION FOR SPRING QUARTER

(T) = TENTATIVE

ADVISOR

OFFICE HOURS

OFFICE NO

**SCHEDULE OF CLASSES
SPRING QUARTER '97**

*You must see your assigned Academic Advisor to register for classes, to drop/add, or withdraw from school.

March

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
<u>Safety</u> Good News - More drivers and passengers are wearing seatbelts than ever before, and fewer drive if they have been drinking. The death rate on the highways is half what it was in 1980 and one-third the 1960 rate.						
<u>Bad News</u> - More people are killed on the nation's highways each day than perished in the May 1996 Valuelet crash (110). More drivers than ever (57%) ignore speed limits. In 1995 there were approximately 6.8 million crashes resulting in 41,700 deaths and \$140 billion in medical and insurance costs.						
2	3	4	5 FIRST DAY OF SPRING CLASSES	6	7	8
9	10	11 LAST DAY TO REGISTER OR ADD CLASSES	12	13	14	15
16	17 SAINT PATRICK'S DAY	18	19 END OF REFUND PERIOD	20	21	22
23	24	25	26	27	28	29
30	EASTER SUNDAY	HOLIDAY SPRING BREAK				MC SGA NOMINATION PERIOD

(T) = TENTATIVE

General College Regulations

Student Responsibilities, Regulations and Conduct

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college. Students are required to know and follow the college regulations listed below.

Academic Integrity

1. Each student is held responsible for information published in the College of The Albemarle Catalog, Student Handbook, and announcements placed on student bulletin boards.
2. Cheating and plagiarism are those processes of utilizing as one's own, another's work, words, or ideas. Those processes are not the mark of the competent college student; students who use them are subject to disciplinary action by the college.
3. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, and political beliefs. Students interested in information concerning campus demonstrations are required to consult with the VP Student Development.

Courtesy/Social Behavior

4. Dress of students and/or their guest should be appropriate for the school function involved.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, Student Center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. Admittance to all social events will be by student identification cards.
7. No outside guests, other than a student's date, are allowed at college social events.
8. General misconduct by students and/or their guests at college functions will subject students to disciplinary action by the college Disciplinary Committee.

9. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, Student Centers, shops, and classrooms.
10. College of The Albemarle prohibits sexual harassment of staff, faculty, and students. "Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Safety/Legal Concepts

11. Any and all actions or materials prohibited by federal, state, and city/county law are also prohibited on the college campus.
12. The use of skateboards on campus is prohibited.
13. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and be subject to disciplinary action.
14. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.
15. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any college building or vehicle or other property owned, used, or operated by the college.

April

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
				SPRING BREAK		
6	7	8	9	10	11	12
13	14	15	LAST DAY TO WITHDRAW WITHOUT PENALTY MC SGA ELECTION SPEECHES (T)	16	17	18
						19
				MC SGA ELECTIONS (T)		
20	21	22		23 SECRETARIES DAY	24	25
27	28	29	30		26	

(T) = TENTATIVE

Humor: How to Write Good - Contractions aren't necessary... One should never generalize...

Be more or less specific... One word sentences? Eliminate... Analogies in writing are like

feathers or a snake... The passive voice is to be avoided... Who needs rhetorical questions?

Respect for Normal Operation

Student Grievance Procedure

16. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage in individual or collective conduct which destroys or significantly damages any college property; which impairs or threatens impairment of the physical well-being of any member of the college community; or which because of its violent, forceful, threatening, or intimidating nature or because it restrains freedom of lawful movement or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be inclusive, illustrates offenses which are regarded as obstructive and disruptive:

- a. Occupation of any college building or part thereof with intent to deprive others of its normal use;
- b. Blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;
- c. Setting fire to or by any other means destroying or substantially damaging premises;
- d. Any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus;
- e. Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; and
- f. Blocking normal pedestrian or vehicular traffic on or into any college campus.

Substance Abuse Policy

17. Under no condition will intoxicating liquor (any beverage containing as much as one half of one percent alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on College property. Anyone known to be under the influence of same is prohibited from College property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Grievance Procedures on the Informal Level

A. A student who thinks he or she has received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, the student may feel more comfortable in first discussing the problem with one of the student development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.

B. If this discussion does not resolve the situation, the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chairperson; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean; if the grievance involves a dean, the student should discuss the problem with the College President.

Grievance Procedures on the Formal Level

A. A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate dean. The grievance must be dated and signed by the student and must:

1. describe in detail the grievance and the facts related to the grievance;
2. identify the person, policy, or procedure against whom or what the grievance is filed;
3. explain the steps taken in an effort to resolve the grievance at the informal level;
4. describe the student's idea of a satisfactory resolution.

This document must be submitted within twenty (20) days after the alleged grievance occurred.

B. The dean will review the grievance, make such inquiries as he or she deems appropriate, and provide the student with a written response within fifteen (15) working days. The decision will include the following:

1. disposition of the grievances and discussion of the steps taken in the inquiry;
2. subsequent appeals steps possible for the student, such as pursuit of the grievance through discussion with the College President and/or appropriate college committees.

May

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Humor: Strange signs - We sell gasoline to anyone in a glass container... Cars pierce while you wait... Customers who think our waitresses are uncivil should see the manager... Restricted to unauthorized personnel... Open 7 days a week and weekends... No trespassing without permission... When this sign is under water, this road is impassable						
4	5 DARE CAMPUS AWARD'S BANQUET	6	7	8	9 MC SPRING FLING (T)	10
11 MOTHER'S DAY	12	13	14 SEE YOUR ADVISOR TO REGISTER FOR SUMMER QUARTER MC ACTIVITIES WEEK	15	16	17
			REGISTRATION FOR SUMMER QUARTER			
18	19	20 LAST DAY OF SPRING CLASSES	21	22	23 EXAM WEEK	24
25	26	27	28	29 COMMENCEMENT	30	31

(T) = TENTATIVE

III. Appropriate Channels for Appealing Grievances at the Formal Level

- A.** A student who has an unresolved complaint concerning a faculty member or a problem involving an academic matter should submit a grievance to the VP Academic Affairs.
- B.** A student who has a problem involving a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the VP Student Development.
- C.** A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the VP Student Development in cases in which both parties are students, or to the Director, Human Resources in all other cases.

College Disciplinary Committee

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the VP Student Development, and the VP Academic Affairs. The VP Academic Affairs serves as the chairman and votes only in the event of a tie. The VP Student Development, as a representative of the student's interests, will be a non-voting member.

Disciplinary Procedures

Any student, faculty member, or administrator may:

- 1. File a written complaint against a student with the VP Academic Affairs and request that the College Disciplinary Committee be convened. The written charge(s) shall include the rule(s) or regulation(s) of student rights, responsibilities and regulations allegedly violated.
- 2. The VP Academic Affairs shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the VP Academic Affairs or his designee or the copy may be mailed to the student's residence or last known residence.

- 3. The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.
- 4. If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the VP Academic Affairs.
- 5. No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the VP Academic Affairs except in the event of replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
- 6. At the hearing, the VP Academic Affairs shall preside. The VP Student Development shall present any information relative to the situation.
- 7. Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses. Both shall have the right to be accompanied by an advisor of their choice.
- 8. Members of the committee shall have the right to call other persons to appear, and to question witnesses and the accused.
- 9. Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.
- 10. The VP Student Development may make a recommendation to the committee.
- 11. The VP Academic Affairs shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he/she shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the VP Academic Affairs, another kept in the office of the VP Student Development (to be retained in the files separate from student's permanent academic files) and the third shall be for the student. The recording shall be retained by the VP Academic Affairs. The Secretary to the VP Academic Affairs is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.
- 12. An appeal of a decision by the college disciplinary committee may be made to the President.

Student Identification Cards

Each student receives a student identification card upon paying his tuition without admission charge unless otherwise specified. Each student should carry his ID Card with him at all times as he will need it to check out library books. The ID Card may also be used by a student when needed to establish his identity as a COA student.

Visitors

Visitors are welcome at the college. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is prohibited.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chair. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

Care Of The Campus

Property cleanliness is vital to the care of the college campus. Students will be expected to make use of the disposal containers in the halls, outside and in all areas of shops and classrooms, using the appropriate containers for recycling.

Bulletin Boards

Following are regulations governing the use of all College bulletin boards:

1. All notices, posters, etc., to be posted must bear the initials of the appointed designee in one of the following areas: A-118, Judy Alphin; A-119, Jerry Oliver; B-110, Martha Swain; or C-102, Nancy Farmer. The "date posted" and "date to be removed" should be included on each notice.
2. Notices, posters, etc., not in compliance with the above guidelines will be removed.
3. It is the student's responsibility to remove notices, posters, etc., on the "date to be removed."
4. All "For Sale/For Rent/Service Rendered" type of announcements must be written or typed on 3 x 5 post cards.

Utilization of College of The Albemarle Bulletin Boards by Off-Campus Non-Profit and For-Profit Organizations

Information from Non-Profit and For-Profit Organizations may be posted on campus bulletin boards for a maximum of thirty days. The "date posted" and "date to be removed" should be included on each notice. Interested parties are required to contact the Dean, Dare County Campus; Associate Dean, Chowan Center; or the Student Development Secretary, Elizabeth City Campus before posting items. Due to limited space, the college will not post information requiring more than 11" x 14" of space. The college reserves the right to decline requests.

Requests for Lists of Students

College of The Albemarle does not publish lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off-campus organizations.

Smoking

Smoking tobacco products or related products is prohibited inside all buildings on the Elizabeth City campus, including the Extension Center on Riverside Avenue. Smoking is also prohibited inside buildings on the Dare County Campus, the Chowan County Center, the ABLE Center in Elizabeth City, and the instructional areas in buildings used by the college throughout the service area.

Smoking areas will be designated outside the buildings, with receptacles being provided for the disposal of cigarette butts and other tobacco products.

Smoking is prohibited inside all college vehicles.



Traffic and Parking Regulations

General Statutes 115D-21 makes all the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon applicable to the streets, roads, alleys, and driveways on the campus of College of The Albemarle. It also empowers the trustees to make local rules and regulations not in conflict with state law.

A. Purpose: To provide for orderly and safe traffic and parking for all who study, work, and visit on the campus of College of The Albemarle.

B. Personal Responsibility: It is the responsibility of all who enter upon the campus to observe the traffic and parking regulations.

C. Speed Limits: The speed limit on all roadways is 20 mph, except the speed limit on roadways within parking lots is 10 mph.

D. Parking: Parking is permitted only in college parking lots within marked spaces and in other areas which may be designated on a temporary basis by the President as space requirements may dictate. Students and visitors may not park in spaces designated for faculty and staff. Only handicapped persons may park in spaces designated for the handicapped. Special reserve parking spaces may be designated by the President for special events. No one other than authorized persons may park in spaces designated "Reserve." Use of Albemarle Hospital parking while visiting, working, studying, or doing business at College of The Albemarle is prohibited.

E. Vehicle Identification: Students will receive a parking decal at the time of payment of tuition at the Business Office. At other times, decals will be available from the receptionist desk in Building A. One decal should be obtained for each vehicle to be driven onto the campus. Handicapped persons are required to register their vehicles with the VP Student Development and to display the necessary parking permit. Parking decals and permits must be placed on the rear bumper of the vehicle.

Towing and Fines

Vehicles found in violation of the above regulations will be towed at the owner's expense or citations will be issued with fines imposed as follows:

- A. Parking in roads, alleys, driveways, on sidewalks or grass, in loading zones and/or service areas, or in fire lanes - **TOWED AWAY**.
- B. Parking in an unauthorized area - **TOWED AWAY**.
- C. Parking in such a manner that two parking spaces are utilized for one vehicle - **TOWED AWAY**.
- D. Parking in Albemarle Hospital parking spaces for purposes related to the college - **\$5.00**.

- E. Exceeding posted speed limit - **\$5.00**.
- F. Traveling opposite direction on one-way roadway - **\$5.00**.

Fines are payable to the college cashier in Building A. If fines are not paid within seven (7) academic days after issuance of a citation, student's records will be incurbered, transcripts will not be released, and graduation will not be allowed until fines are paid. If records are encumbered, an additional fee of \$5.00 will be assessed for failure to adhere to regulations.

Violations and Adjudication

If one receives a parking citation and feels that the citation was issued in error, he or she may appeal to the VP Student Development within 48 hours. If the VP Student Development determines an error has been made, the citation will be voided. If the dean determines no error has been made, the person receiving the citation may appeal to the president of the college within 24 hours. The president's decision is final.

College Services

Learning Resource Center

The library is located on the ground floor of B-Building. During fall, winter, and spring quarters, the LRC is open each day from 8:00 a.m. to 9:00 p.m., except for Friday when it closes at 4:00 p.m. A library handbook is available for the students. The reference librarian and library staff are available to assist with library usage.

The Bookstore

The bookstore is located in the Student Center in A-Building; day and evening hours are posted.

Used Bookstore

Operated by Phi Theta Kappa Honor Fraternity, the Used Bookstore is located in the Student Center and is open during the first week of each quarter. Students can both sell and purchase any college textbook at the Used Bookstore. Hours will be posted.

Career Development Services

Career Development Services at College of The Albemarle provide a complete career planning process to assist students in choosing the right path. Resources are available to help you:

- Discover your interests, skills, and abilities;
- Explore career and work options;

- Decide on a college major or a vocation;
- Select a college or vocational school;
- Learn job search strategies.

Computer Assisted Career Assessment & Planning

Career Counseling

Student Development counselors are available to assist students in developing their individual career plans. Career planning begins with self-assessment that helps students to identify their interests, abilities, personality, and values. The next step is career exploration that leads to students looking at occupations that correspond to their self-assessment. In the action phase of career preparation, students learn the skills it takes to find the job best suited for them.

Career Assessment

The Career Assessment Inventory is available to prospective and enrolled students. This is an interesting inventory designed to assist individuals in making career decisions.

Career and Life Planning Center

The  **CACP** **Career and Life Planning Center** contains over 100 career training areas, rate, up-to-date information to help users with their career and education exploration and planning. Resources are available to anyone seeking occupation or education information. No fees are charged for any of the resources.

Occupational Information

Available on over 20,000 occupations. Includes work descriptions, employment opportunities, earning potential, education and training requirements, and job outlook information.

Educational Information

Available on over 3,000 colleges and schools. Includes entrance requirements, tuition and related costs, training offered, financial aid programs, and other specific information.

Career Planning Information

Making a career decision is a process. Resources are available to assist you in making sound decisions regarding your career choice.

CCAPP is a computerized system which provides each student with the opportunity to gain knowledge and learn decision-making skills. The system contains four separate programs: career assessment, selecting alternatives, career planning, and career exploration. **N.C. Careers System** is designed to supplement the *Career Choices in N.C.* tabloid and provides additional job outlook information to assist students in making career decisions. It is highly recommended that counselor follow-up be initiated for computer-generated printouts.

Video Instruction

Videos assist first-time job seekers by presenting common problems and attitudes of inexperienced workers. Topics include first time out on your own; what employers look for and expect from entry-level workers; acceptable behavior on the job; how and where to look for work; and how to interview for a job.

Resu-Riter Software

Utilize this user friendly software package to prepare a basic resume to assist you in your job search.

Job Search Skills

Information on how and where to look for jobs, how to prepare resumes, and interviewing tips.

Assistance in Using Materials

See the career and life planning counselor during office hours for career counseling and assistance in using the **Career Development Center** materials. For additional assistance, see the library technician on duty Monday-Thursday, 8:00 a.m.-9:30 p.m., and on Friday, 8:00 a.m.-4:00 p.m., in the Learning Resources Center.

Career Outlook Information

Obtain meaningful career outlook information and projected salaries locally and statewide through COA's Job Outlook Report, the N.C. Jobs and Careers Getting Started publication, and the Occupational Trends booklet. Individual counseling will be provided at your request.

Automated Job Information System

Located in room B-110 (LRC), this system provides local, state, and national job listings. If you are looking for full or part-time employment you need to check this out. An Employment Security Commission employee is also available on Wednesday from 9:00 a.m.-11:30 a.m. for consultation.

Career Development Workshop Series

Workshops are offered during the educational enhancement hour (non-1:00 p.m., Monday, Wednesday, and Friday) to assist students in the career decision-making and development process. Topics include but are not limited to the following: interviewing skills, resume writing, and career workshops for undecided students.

Career Choices in North Carolina

Tabloid *Career Choices* provides occupational information, including 220 career briefs, to support career exploration and decision-making.

Job Placement

College of The Albemarle provides both educational and job placement assistance for its students. College transfer students are assisted by the Student Development counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program. Students who do not plan to further their education after graduation from college are urged to register with the Cooperative Education and Job Placement Office (B-110 LRC) a minimum of three months prior to their graduation date, regardless of whether they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials consisting of personal data, references, and college transcripts are sent to the employer by the Cooperative Education and Job Placement Office. Registrants are eligible for interviews with recruiters who come to the Cooperative Education and Job Placement Office seeking applicants for jobs. The director is also available for advising registrants who need information about job opportunities.

There is no charge for any of the services of the Cooperative Education and Job Placement Office.

Student Support Services

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services Office or the program's Tutor Coordinator.

The child care program, also a component of Student Support Services, is a federally-funded program designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical curricula. Interested students should contact the Student Support Services Program's Intake Officer.

Alternative Career Education Studies (ACES)

This nontraditional occupations program at COA originates from the Carl D. Perkins Vocational and Applied Technology Education Act, and grant funds are administered through the N.C. Community College System. The project is designed to provide benefits and services to students enrolled in vocational or technical programs of study targeted as nontraditional in terms or gender participation.

Students participating in the program are eligible for limited financial assistance for tuition/fees, books/supplies, and transportation. Counseling, career development activities, workshops, and the benefits of a support group made up of professionals and peers are also available to program participants.

The overall aim of Alternative Career Education Studies is to encourage and support women and men in nontraditional curricula and to provide services that aid in retention and successful completion of course work,

followed by job placement directly related to the student's programs of study. For more information or to request an application, please contact Martha Swain, Counselor, Career and Life Planning (B-110).

JTPA

College of The Albemarle administers a federally funded training program under the Job Training Partnership Act (JTPA). This program is designed to provide qualified candidates with technical and vocational skills training that will result in increased employment opportunities and decreased dependency on welfare. Due to limited funding, few students will be accepted into the 1996-97 program.

The following criteria must be met for acceptance in the program:

Financial - The program participant must be classified as "Economically Disadvantaged". This is determined by totaling the applicant's gross family income during the six months preceding the date of the interview. The JTPA counselor uses guidelines established by federal and state agencies to determine cut-offs.

Program of Study - JTPA supports only certain technical and vocational programs.

- * Administrative Office Technology (2 years)
- * Medical Office Technology (2 years)
- * Associate Degree Nursing (only after acceptance into program - 2 years)
 - * Computer Engineering Technology (2 years)
 - * Electronics Engineering Technology (2 years)
 - * Microcomputer Systems Technology (2 years)
 - * Basic Law Enforcement Training (1 quarter)
 - * Nursing Assistant (1 quarter)
 - * Practical Nursing (only after acceptance into program - 1 year)
 - * Air Conditioning, Heating and Refrigeration (1 year)
 - * Electrical Installation and Maintenance (1 year)
 - * Machinist (1 year)
 - * Drafting and Design Engineering (2 years)
 - * Paralegal Technology (2 years)

For additional information on the JTPA requirements, the JTPA participant must also:

- * Meet college admissions standards
- * Attend every quarter until program completion
- * Be a full-time student every quarter (4-6 classes)

- * Start directly in curriculum without need for more than two developmental classes
- * Apply for financial assistance if applicable
- * Maintain at least a 2.50 GPA

Veterans Affairs

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Department of Veterans Affairs (DVA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. Please see the school catalog for more information or the Registrar who is the veterans certifying official.

Student Activities

Student Activity Fee

All full-time and part-time students enrolled in curriculum programs are required to pay an activity fee as applicable. For full-time students, the fee will be \$10 in the fall quarter and \$9 per quarter in the winter and spring quarters. Part-time students will pay a student activity fee of \$5 during each of the fall, winter, and spring quarters. Senior citizens, full-time College of The Albemarle employees, students who audit classes, nursing assistants, and BLET students will be exempt from paying activity fees.

Activity fees entitle students admission to various college-sponsored activities. The fees partially and totally fund the following: student government; campus publications such as *Argus*, *The Student Voice*, and the *Student Handbook*; Yearbook; intramurals; various student clubs; COAST Players; Spring Awards Ceremony; new student orientation; three student scholarships; campus orientation program; student government and social events.

Local businesses may also offer student discounts to students carrying a college student identification card.

Student Government

The Student Senate is the governing body of the students at COA. From the activity fees which are paid by part-time or full-time students, the Student Senate appropriates funding for a variety of campus programs, activities, and publications, including this handbook. The Senate works closely with the Assistant Dean, Counseling & Student Activities to plan and direct campus events.

Students may participate in the Senate as elected and appointed government officers or Senators who are entitled to vote, or as non-voting attendants at any meeting. All students of the College are invited and encouraged to attend the Student Senate meetings and to voice their concerns and ideas. The Senate meets every Monday at 12:00 p.m. in Room B-202 or A-201 during regular class weeks.

Dare County Campus and Chowan County Center have separate Student Government Associations.

Social Events

The social life of College of The Albemarle is aimed to meet the needs and desires of the students. Social events provide opportunities to get to know fellow students and members of the faculty personally. It is the hope and desire of the Student Senate that all students will take part in these activities. Any suggestions will be welcomed by the respective SGAs.

Athletics

The opportunity for students to participate in an athletic program is made available in two ways -- through physical education classes which are creditable toward graduation and through an active intramural program which is designed to afford maximum participation.

The intramural activities at COA include, but are not limited to, basketball, volleyball, bowling, softball, tennis, ping-pong, golf, and archery. Physical education courses offered include the following:

ADAPTED PHYSICAL EDUCATION					
Volleyball	Swimming	Golf			
Tennis	Sailing	Bowling			
Badminton	Lifesaving	Softball			
Archery	Instructor				

Fall Convocation Ceremony and Spring Awards Ceremony

A Fall Convocation is scheduled for Monday, September 25, 1996, at 12 noon in the COA Auditorium. During this time, the President of the college will deliver his "state of the college" address and welcome all students to COA. All attending scholarship donors and 1996-97 scholarship recipients will also be recognized during this ceremony.

A Spring Awards Ceremony is scheduled for May 5, 1997, at 12 noon in the COA Auditorium. 1996-97 student award recipients are recognized during this ceremony. Awards are given to those students who have exhibited qualities of leadership and enthusiasm in their respective clubs/organizations or academic department. Other awards include,

Who's Who Among Students in American Junior and Community Colleges, National Collegiate Minority Leadership Awards, All American Scholars, and various Student Senate and club awards.

Special Information

Student Housing

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.* However, the admissions office can make available upon request a list of realtors, apartments, and current listings of available rentals.

Facilities for Physically Disabled Persons

All of the buildings, classrooms, and meeting areas at COA are accessible to the disabled. Handicapped-only parking spaces are provided close to building entrances in the A and C Building parking lots. Doorways can accommodate wheelchairs in every building; please note, however, that some wheelchair users entering Building C may find the side entrance to the building's breezeway area easier to manage than the air-lock entry at the front of the building.

Elevators are located in the A building hallway across from the information desk, and in the C Building lobby. Access to the second floor of the B Building may be gained by using the "catwalk" connecting the second floors of Building A and B.

Student Accident Insurance

All full-time students may purchase Standard Life Accident Insurance policies during the registration period each quarter. The cost is approximately \$6.00 per year. This policy provides protection while: (a) at school during the hours that school is in session; (b) at/or taking part in a school activity and traveling to and from such activity in school transportation. The Policy pays regardless of other insurance you may carry -- **with no deductible**. Insured students who receive injuries are reminded that they are responsible for completing appropriate forms in the Business Office.

Emergency Procedures

1. Emergency cases occurring during regular day classes should be handled in the manner outlined below.
 - a. Notify the VP Business and Finance at 335-0821, ext 211) or the VP Student Development at (335-0821, ext 251) at the main

campus or the Dean of the Dare County Campus campus (473-2264, ext. 21) or the Associate Dean of the Chowan County Center (482-7900, ext. 21). This office will send a representative to the scene of the emergency to determine the appropriate action to be taken. In the event of serious injury or illness when a representative is not immediately available, faculty and/or staff members should determine the appropriate action to be taken.

- b. If necessary, the representative will call 911 who dispatches appropriate services.
- c. The representative will accompany the student to the hospital if hospitalization or further medical attention is necessary. The Student Development staff will notify the parent, guardian, or spouse as soon as possible.
- d. The representative accompanying the student will notify the Student Development office as to the nature, seriousness, diagnosis, and prognosis of the illness or injury in order that the parent, guardian, or spouse of the individual may be notified. Spectators should not render help unless qualified (identification must be provided) or under the supervision of qualified medical personnel. The ill or injured person should not be moved unless absolutely necessary.
- e. Try to keep the ill or injured party dry and warm. All objects which may cause further injury should be moved.
- f. An accident report form must be completed for all sudden illnesses or injuries occurring while a student is enrolled in the college and will be made a part of the student's folder. A copy of the report will be kept in the office of the VP Student Development and a second copy forwarded to the Director of Physical Facilities, who files an incident report with the VP Business and Finance.
- g. adult education classes, should be handled in the same manner as emergencies occurring during the regular day classes with the exceptions noted below:

- a. At the main campus, the Associate Dean, Evening Services will be notified instead of the Student Development office. At the Dare County or Chowan County Center, the evening coordinator will be notified.
- b. The associate dean or coordinator will submit an accident report form describing the incident and how it was handled for inclusion in the student's folder. This report will be sent to the VP Student Development the day following the incident. A copy of the report will be forwarded to the VP Business and Finance.
3. Emergencies occurring in off-campus classes under the direction of the Division of Continuing Education will follow procedures to be determined by the Associate Dean of Continuing Education.

The supervisor of continuing education programs in the county where the emergency occurs will be notified.
The county supervisor will submit a written report describing the incident and how it was handled for inclusion in the student's folder.

[Emergency Message Procedure](#)

College of The Albemarle does not have an intercom system or message center. Please inform persons such as relatives, day care providers, children's schools, etc. that messages will be delivered only in an emergency/medical situation. Emergency messages are taken at the following numbers: 335-0821, ext. 290, 221, or 218 and an attempt to locate the student in class is made; however, if the student is not in class, the message cannot be delivered.

[Change of Name/Address](#)

If you move or change your name at any time, please notify the Student Development Office. Your name will be changed in the system. This will help to ensure that important documents, such as transcripts, are correctly filed and that you will receive information sent to you by mail.

[Lost and Found](#)

If a student loses an item on campus, he/she should check with the Student Development Office and switchboard operator to see if it has been turned in. All students are urged to turn in items that have been found to the Student Development Office as soon as possible.

[Telephone Calls](#)

Students having to make telephone calls are asked to use the pay phones in the first floor lobby of C-Building or in the Student Center or at the Dare County Campus or Chowan County Center. Students will not be called from classes except in the case of a medical emergency.

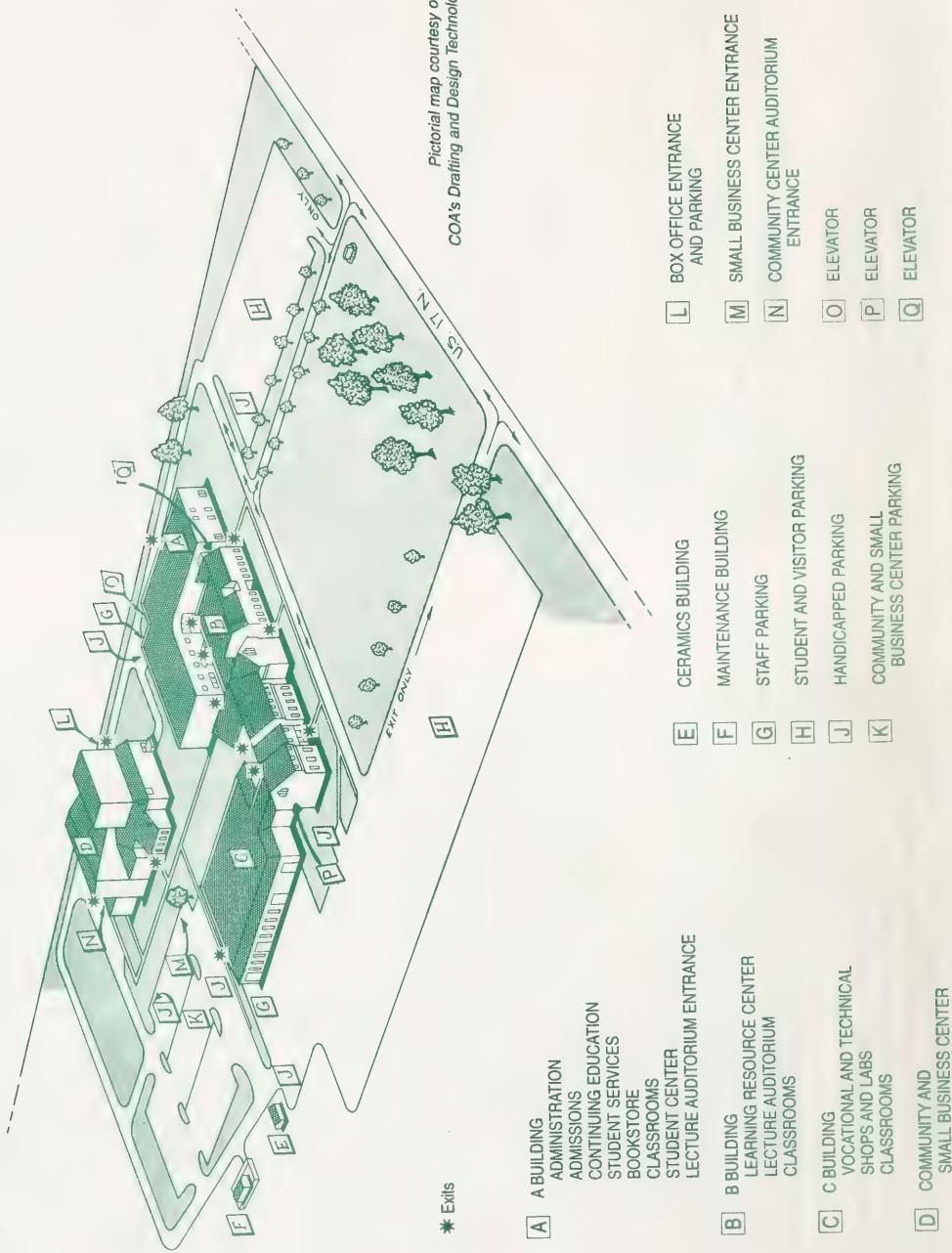
[Class Rings](#)

Class rings are available for any regularly enrolled student who has reached sophomore status (4/2 quarter hours credit) with at least a 1.50 average. A graduate of COA is qualified to order a class ring at anytime.

The rings, which can be ordered through the Bookstore for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.

COLLEGE OF THE ALBEMARLE

ELIZABETH CITY, N.C.



302	Rountree, Dawn	276
	Taylor, Lance	272
	Warren, Ruth	320
	Watts, Kyle	213
	Watts, Rhonda	206
	Wells, John	220
	White, Melody	308
	White, Nelson	257
	Whitnerst, Gladys	276
	Whitehurst, RVanee	247
	Williams, Andrea	224
	Williams, Debra	244
	Williams, Doug	288
	Williams, Rose	307
	Winslow, Lot	298
	Zeigler, Jeff	255
	Evening Director	212
	Extension Center (Riverside)	212
	Financial Aid	225
	Food Service	226
	Green Room	291
	Learning Lab	322
	Library	271
	Maintenance	276
	Nursing Department	283
	Operator	0
	Personnel	236
	Placement Office	244
	Public Relations	255
	Student Activities	240
	Student Development	218
	Student Senate	264
	Student Support Services	224
	Supply Room	229
	Tutoring Lab	279
	PAY PHONES	
	A Building Hallway	335-9822
	A Building	335-9975
	Dare County Campus	Chowan Center
	P.O. Box 2029	P.O. Box 145
	Manteo, N.C. 27954	Edenton, N.C. 27932
	College of The Albemarle	Elizabeth City, N.C.
	P.O. Box 2327	(919) 473-2264
		17906-2327
		(919) 335-0821
		(919) 335-5493
		Fax # 335-2011
		Fax # 482-7999
		Fax # 482-7999

Faculty & Student Development Offices

Adams, Bobby	A217	Leete, Jerry	A206
Alexander, Miriam	C203	Mansfield, Shelby	A219
Alphin, Judy	A118	McNary, Orville	C129
Anderson, Jimmy	C218	Melvin, Bob	B102
Aydiett, Julian	A218	Morgan, Ernest	B207
Beloat, Hollis	A205	Nixon, Stanley	C138
Brown, Mary Louise	A121	Oliver, Jerry	A119
Boyce, Emma	A123	Omer, Mary Pat	A239
Boyce, Sandra	C205	Orr, Ken	B212
Chou, Leland	C204	Overman, Gwen	A250
Douglas, Moses	A125	Roberson, Annette	A118
Dozier, Quay	B102	Rosenblatt, Harry	C102
Dubbe, Marsha	A232	Riccardo, Barbara	A238
Dunlow, Dorothy	C218	Riccardo, Ron	A251
Dunn, Sonya	A122	Scaffa, Ray	A120
Farless, Patti	A248	Stephens, Robert	A243
Finch, Patricia	A235	Sternitt, Patricia	A250
George, Jean	A241a	Sternitt, William	A116
Godfrey-Dawson, Angie	A122	Swain, Martha	B110
Gregory, David	A207	Talkington, Gene	C103
Halstead, Wanda	B101	Warren, Ruth	A204
Harris, Marion	C135	Watts, Rhonda	A240
Harris, Wilma	A252	Wells, John	A117
Hill, Ben	C222	White, Melody L.	A247
Hodges, David	C220	White, Nelson	C211
Hoffman, Faye	C145	Williams, Andrea	A123
Jones, Betty	A249	Williams, Debra	B110
Jones, Carrie	A123	Williams, Doug	C153
Krauss, Kerry	C111	Williams, Rose	A246
Lamm, Carnell	C153	Winslow, Lot	C218

Evening Counselors

Student Senate

(Office A-149)

Advisor

Jerry Oliver

Student Clubs, Organizations and Advisors (96-97) Main Campus

ADN 97	Patricia Sterritt
ADN 98	To be Announced
Adopt a Grandparent Club	Andrea Williams
Alt. Career Ed. Studies (ACES)	Martha Swain
Art Club	Ben Hill
Biology Club	Jerry Leete
Christian Science Organization	Holly Cook-Wood
C.O.A. Choral	Leland Chou
C.O.A. Band	Ray Scappa
Cosmetology Club	Faye Hoffman
Foreign Arts Club	Barbara Riccardo
Gospel Club	Clyde Leverette
Journalism Club	Robert Stephens
Paralegal Club	Harry Rosenblatt
Phi Theta Kappa (PTK)	Angela Stancil/Rhonda Watts
Practical Nursing Club	To be Announced

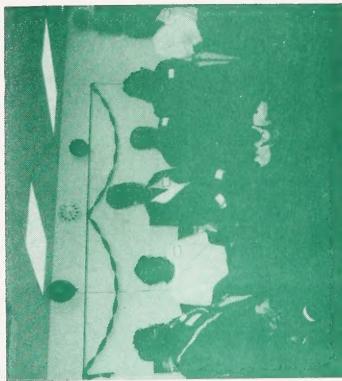
Students are encouraged to get involved in student activities and to join student clubs and/or organizations. If you have questions regarding clubs, seek out a Student Senate officer or member; or the advisors listed above; or a Student Development counselor.

If you are interested in investigating the possibility of forming a new club or organization, see the Assistant Dean for Counseling and Student Activities in room A-119 at main campus, or counselors at the satellite campus's.

College of The Albemarle

Chowan County Center

P.O. Box 145, 1316C North Broad Street
Edenton, North Carolina 27932
Phone (919) 482-7900 / Fax (919) 482-7999



STAFF

Lynn Hurdle-Winslow, Associate Dean

Shirley Blount, Administrative Assistant

Brenda Cross, Administrative Assistant

Harold Nichols, Evening Office/Continuing Education Assistant

Lawrence Tibbetts, Evening Office/Continuing Education Assistant

HOURS OF OPERATION

Monday-Thursday 8:00 a.m. - 10:00 p.m.

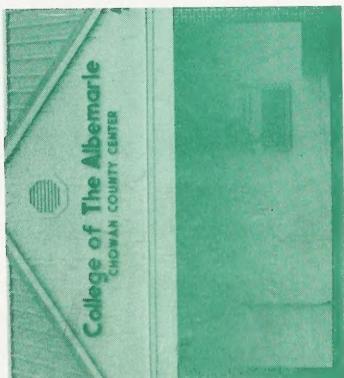
Friday 8:00 a.m. - 4:30 p.m.

FINANCIAL AID

Grant and Scholarship applications available in front office

INSTRUCTORS

Tom Abbott	English	Kenneth Krentz	English
Carmen Boland	Physical Education	Marie Miller	Nursing Assistant
Robert Brown	Physical Education	Suzanne Palmer	Reading
Barbara Ferrell	Office Science	Joe Pennick	Math
Juanita Fleming	Reading, English, Orientation	Stephen Raisor	Humanities
Anita Johnson	Psychology	Doris Skinner	Business, Office Science
Alicia Roberts	Psychology		



College of The Albemarle

Dare County Campus

Post Office Box 2029

Manteo North Carolina 27954

319) 473 2364 / TelEFax (010) 421-1111; fax: 010-421-334

HOURS OF OPERATION

MONDAY-THURSDAY 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 4:30 p.m.



FACULTY AND STAFF

Allen Aldridge	Math Instructor	Kathryn Lamb	Student Support Services/Recruitment
Kay Barefoot	Business/Computer Instructor	Malinda Lathan	Student Records
Raymond Christie	Custodian	Vicki Loy	Assistant Professor of English
Cindy Crawford	Administrative Assistant	Sandy Reid	Counseling/Testing
Marge Daveport	Receptionist	Virginia Tillet	Continuing Education Coordinator
Martha Drummond	Evening Secretary	Marietta Trainor	Coordinator, Learning Lab
Marion Heller	Librarian	Joseph Turner	Dean of Dare Campus
Teresa Kerber	Asst. Dean/Business Instructor		

DARE CAMPUS CLUBS, ORGANIZATIONS, AND ADVISORS

Journalism Club	Kathryn Lamb
Phi Theta Kappa	Allen Aldridge/Vicki Loy
Students Against Driving Drunk	Virginia Tillett
Student Government Association	Sandy Reid

BOOKSTORE HOURS

Fall, Winter, Spring Quarters

First two weeks of Quarter:

Monday-Thursday 7:30-11:30; 1:00-4:00; 5:00-8:00
- Weeks & Quarter.

Friday 7:30-11:30; 1:00-4:00

Monday-Thursday 8:00-12:00; 1:00-4:00
Remainder of Quarter:

Summer Quarter

First week of Quarter:
Monday-Thursday 7:30-11:30; 1:00-4:00; 5:00-8:00

Second week of Quarter:
Monday-Thursday 7:30-11:30; 12:30-4:30

Monday-Thursday 9:00-12:00; 1:00-4:00
remainder of Quarter:

